
Motor Vehicle Dealer Board

Dual License Processing Guidelines

Definition:

A dual-license dealer is considered to be a licensed motor vehicle dealer who also holds an additional license to sell motorcycles, trailers, etc. at the same location and under the same ownership.

Process:

A. Opening a new/initial/original location for a dual-license dealer

1. The Program Support Technician shall:
 - a) Initiate an IS 12 for an “original dealer inspection” using the dealer’s motor vehicle (primary) certificate number and associated information.
 - b) In the comment section of the IS 12, note that the dealer is dual-licensed and reference the license type.
 - c) Collect all license materials for both the primary license and additional license, and package materials as **one** bundle to be mailed to the responsible field representative.

2. The Responsible Field Representative shall:

Upon receipt of the IS 12 and bundled license materials,

- a) Initiate **one** MVDB 38 using the motor vehicle (primary) certificate number.

It shall be understood that those dealers meeting the requirements to pass inspection on the primary certificate also meet the requirements to obtain the additional license. **No additional inspection documentation to receive the additional license will be needed.**

- b) If passed, then turnover **all** licensing materials to the dealer.

B. Adding an additional license to an existing (primary) location (Program Support Technician Only)

When adding an additional license to an existing primary location, the Program Support Technician shall process the application, and upon arrival of certificate, bundle all tags and associated materials and **mail directly to the dealer location.**

C. In the course of routine inspection (Field Representative Only)

While performing a routine inspection at the primary certificate location, should you discover issues pertaining to any of the additional dealer licensing types at that location, then contact Department of Motor Vehicle (DMV) for further investigation.

Bruce Gould
Executive Director